

DISCOUNTS

| EMPLOYEES MAY: | EMPLOYEES MAY NOT: |
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| <p>Take advantage of general Government discounts offered by hotels & car rental companies if:</p> <ul style="list-style-type: none"> the discount is available to all Federal employees, and the discount is available for personal use (<u>not</u> while on official business) | <p>Masquerade that they are on official travel if they are not otherwise eligible to obtain the benefit of the discount.</p> <p>Request special rates that were negotiated for a specific event (such as a conference) that are exclusively for official use. However, conference organizers may build-in a provision for the extension of that rate a couple of days before or after the event that may be acceptable for personal use (must tell the hotel you are no longer on official duty).</p> |
| <p>Take advantage of general Government rate discounts offered by airlines if:</p> <ul style="list-style-type: none"> the discount is available to all Federal employees, and the discount is available for personal use (<u>not</u> while on official business) | <p>Ask for contract air fares for personal use that are the product of a negotiation between the Government and the carrier exclusively for official use.</p> |
| EXAMPLES - Acceptable | EXAMPLES - Unacceptable |
| <p>Employees may accept discounts on automobile rentals or hotel rates that are offered to all Government employees.</p> | <p>Employees may not participate in discounts or benefits to subgroups of employees (i.e., free magazine subscriptions to all employees located at GWCC, or discounts on automobiles if the offer is only extended to scientists within the National Program Staff).</p> |
| <p>All uniformed military personnel, regardless of rank or other distinguishing characteristics, may accept discounts at a fast food chain.</p> | <p>Employees may not participate in discounts or benefits offered to them if their agency has a contractual relationship with the business offering the discount.</p> |
| <p>If you have any questions, please contact your Ethics Advisor or contact the REE Ethics Office at ReeEthics@ars.usda.gov</p> | |